

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

CALFIRE  
P.O.BOX 944246  
SACRAMENTO, CA 94244-2460



Employee Name	<u>WALTERS, DEL</u>
Expense Dates	<u>04/13/09-04/17/09</u>
Total Expense Amount	<u>626.20</u>
Amount Due Employee	<u>297.00</u>
Form ID	<u>TEA000438020</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 04/13	Parking, Auto	15.00	
2) 04/15	Lodging	92.00	
3) 04/16	Lodging	92.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by:

Electronic Approval in Calaters

JANET BARENTSON

# **Travel & Expense Account Summary**

Employee Name DEL WALTERS  
Expense Dates 04/13/09-04/17/09  
Report Name April 2009

Request Total \$ 626.20  
Direct Charge Total - 329.20  
Travel Advances - 0.00  
Net Due Employee = 297.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	SRLT	264.00
Regular Travel	SD CAO	362.20

NOTE: (d)=Direct Charge

DATE	Mon Apr 13									TOTAL
Parking, Auto	15.00									15.00
Dinner	18.00									18.00
Commercial Air Fare (d)	329.20									329.20
<b>TOTALS \$</b>	<b>362.20</b>									<b>362.20</b>

DATE	Wed Apr 15	Thu Apr 16	Fri Apr 17							TOTAL
Lodging	92.00	92.00								184.00
Breakfast		6.00	6.00							12.00
Lunch		10.00	10.00							20.00
Dinner		18.00	18.00							36.00
Incidentals		6.00	6.00							12.00
<b>TOTALS \$</b>	<b>92.00</b>	<b>132.00</b>	<b>40.00</b>							<b>264.00</b>

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	SD CAO	04/13/09	Parking, Auto	15.00	Cash
Regular Travel	SD CAO	04/13/09	Dinner	18.00	Cash
Regular Travel	SD CAO	04/13/09	Commercial Air Fare	329.20	Direct Charge
Regular Travel	SRLT	04/15/09	Lodging	92.00	Cash
Regular Travel	SRLT	04/16/09	Lodging	92.00	Cash
Regular Travel	SRLT	04/16/09	Breakfast	6.00	Cash
Regular Travel	SRLT	04/16/09	Lunch	10.00	Cash
Regular Travel	SRLT	04/16/09	Dinner	18.00	Cash
Regular Travel	SRLT	04/16/09	Incidentals	6.00	Cash
Regular Travel	SRLT	04/17/09	Breakfast	6.00	Cash
Regular Travel	SRLT	04/17/09	Lunch	10.00	Cash
Regular Travel	SRLT	04/17/09	Dinner	18.00	Cash
Regular Travel	SRLT	04/17/09	Incidentals	6.00	Cash



## ***What is CalATERS?***

**The California Automated Travel Expense Reimbursement System (CalATERS) provides a comprehensive Internet based solution for California State departments to process their Travel Advance and Expense Reimbursement forms.**

- **On-line entry of Travel Advance or Expense Reimbursement forms**
- **Automated application of the State's travel rules and department policies**
- **Electronic routing of claims to Approvers and Accounting**
- **Travel Advances automatically calculated and scheduled for recovery**
- **Expenses Reimbursed through direct deposit or mailed directly to employee**
- **Electronic signatures**
- **Automatic calculations**
- **24/7 system access.**